

**The Commonwealth of Massachusetts
EMPLOYEE PERFORMANCE REVIEW FORM**

Name:	Elisabeth O'Brien	Evaluation Year:	FY 2009
Agency:	Dept. of Public Health	Location/Unit:	SLI
Job Title:	Chemist III	Functional Title:	
Supervisor	Charles Salemi	Reviewer:	Julie Nassif

The employee and supervisor should consult their EPRS Guide for a full explanation of the purpose and the process of employee performance review.
Detailed instructions for completing this form are presented in the EPRS Supervisors Guide.

A Performance Planning: Employee and supervisor meet to plan the work for the year

Discuss contributing role of employee in unit Discuss and finalize the duties and criteria

Primary Job Duties and Performance Criteria: On the reverse side list the employee's primary job duties from the most current position description and the performance criteria which will be used to evaluate the employee's performance of these duties during the performance period. Copies of the reverse may be used if more space is needed.

Signature: _____

Employee/Date

Supervisor/Date

Reviewer/Date

Comments attached: yes no

yes no

yes no

B Progress Review: Employee and supervisor meet to help the employee meet the criteria

Discuss progress for each duty

Assign advisory rating for each duty

Assign advisory rating for overall performance

Progress Review Summary Rating: ___ Exceeds ___ Meets ___ Below

Supervisor's Comments:

Signature: _____

Employee/Date

Supervisor/Date

Reviewer/Date

Comments attached: yes no

yes no

yes no

C Annual Review: Employee and supervisor meet to evaluate job performance Discuss job performance over whole year

Rate performance for entire year for each duty Rate overall performance for entire year Formulate a Development Plan at the option of the employee-

Plan attached: yes no

Annual Review Summary Rating: ___ Exceeds ___ Meets ___ Below

Supervisor's Comments (explain ratings of unsatisfactory expectations, unanticipated contributions, areas of and unusual attendance pattern(s)):

Supervisor: _____
signature/date

Employee: agree disagree with this evaluation.

Employee's comments:

Employee: _____
signature/date

Reviewer's Determination: On the basis of my review I have determined that the employee's rating is:

___ Exceeds ___ Meets ___ Below

Reviewer's comments:

Reviewer: _____
signature/date

Employee: agree disagree with the reviewer's determination. Employee's final comments:

Employee's comments:

Employee: _____
signature/date

Attendance: Number of days sick leave used

Number of days
off the payroll

Number of days tardy

Primary Job Duties / Performance Criteria							
Duty 1:	Provides effective supervision of the Boston Drug Evidence Office						
Performance Criteria: (Performance is successful if:)							
<ul style="list-style-type: none"> - All personnel in the evidence section handle samples and records in accordance with specified procedures - All incoming samples are numbered and weighed in accordance with specified procedures - All sample logs and records are properly maintained - Documents and notifies Laboratory Supervisor of errors in chain of custody procedures 							
ACTUAL PERFORMANCE							
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below
Progress Review Comments:				Annual Review Comments:			
Duty 2:	Makes recommendations regarding resources, plans, and procedures						
Performance Criteria: (Performance is successful if:)							
<ul style="list-style-type: none"> - The number and type of samples issued to the analysts is adjusted to reflect sample inventory - Meets regularly with the Laboratory Supervisor, and advises on status of samples - Oversees QA functions of the Evidence Office - Selects and presents to the Laboratory Supervisor completed samples for chemist's monthly QC auditing 							
ACTUAL PERFORMANCE							
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below
Progress Review Comments:				Annual Review Comments:			
Duty 3:	Provides administrative supervision to the Evidence Office						
Performance Criteria: (Performance is successful if:)							
<ul style="list-style-type: none"> - Adequate inventory of supplies is maintained - Provides EPRS of evidence office staff - Coordinates evidence office staff work schedule with Laboratory Supervisor 							
ACTUAL PERFORMANCE							
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below
Progress Review Comments:				Annual Review Comments:			

Duty 4:	Effectively communicates with outside agencies (Courts, Police Depts, Informational inquiries)													
Performance Criteria: (Performance is successful if:)														
<ul style="list-style-type: none"> - Information on current drug trends is maintained - Prepares information before contacting outside agencies - Discusses issues with subordinates before they contact outside agencies - Returns calls promptly 														
ACTUAL PERFORMANCE														
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below							
Progress Review Comments:														
Duty 5:	When scheduling allows, performs analysis of routine samples for the enforcement of of the CSA													
Performance Criteria: (Performance is successful if:)														
<ul style="list-style-type: none"> - Analyses are performed accurately and in a timely manner - Expert testimony is provided in court to support the accuracy of the analytical findings. 														
ACTUAL PERFORMANCE														
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below							
Progress Review Comments:														
Duty 6:	Informs Laboratory Director of current laboratory proceedings													
Performance Criteria: (Performance is successful if:)														
<ul style="list-style-type: none"> - Meets on at least a monthly basis to give detailed laboratory and sample status report - Routinely emails pertinent laboratory information 														
ACTUAL PERFORMANCE														
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below							
Progress Review Comments:														